



**STATE OF CONNECTICUT**  
**OFFICE OF POLICY AND MANAGEMENT**

DATE: August 5, 2013  
TO: Agency Heads and Fiscal Officers  
FROM: Paul E. Potamianos, Executive Budget Officer  
SUBJECT: FY 2015 Midterm Budget Adjustment Guidance

This letter provides guidelines for preparing technical adjustments to your agency's FY 2015 appropriated and capital budgets. Additional guidance regarding reduction and reallocation options, including due dates, will be released at a later date. Guidance memos, midterm adjustment software, a capital budget template, and instructions are available at the following link: [http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=486838&opmNav\\_GID=1793](http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=486838&opmNav_GID=1793).

***Operating Budget Technical Adjustments – Due September 3, 2013***

In accordance with CGS 4-77, any requests for technical adjustments to your FY 2015 appropriations must be submitted by September 1, 2013. The starting point for all technical adjustments is the enacted budget for FY 2015 (PA 13-184, as amended by PA 13-247).

Technical adjustments may include:

- Changes due to legislation that was passed in the 2013 legislative session without the proper adjustment to the budget. This includes any mergers or program restructurings. This does not include items to be funded “within available appropriations”;
- Revised estimates for entitlements, court-mandated or formula-driven expenditures; or
- Adjustments due to new facilities coming on-line but not previously budgeted or for facilities scheduled to close which were not properly reflected in the budget.

Technical adjustments should not include:

- Adjustments to offset any holdbacks implemented as part of the enacted budget. OPM will monitor these over the course of the year and will recommend any necessary changes centrally;
- The pick-up or extension of any items funded from prior year funds carried forward, or federal or private funds. If there is an unfunded FY 2015 requirement, it is expected that you will seek to reallocate funds within current resources; or
- The impact of collective bargaining agreements. OPM will work with affected agencies to make any required adjustments through a centralized process.
- Reallocations of funds between appropriated accounts. Such realignments should be submitted as part of the option process.

### ***Budget Options – Guidance Forthcoming***

Budget options represent the fiscal outcome of policy changes to the enacted budget. Such changes include budget reductions or expansions, reallocations between appropriations in place for FY 2015, and changes to revenues. Guidance regarding policy options will be released at a later date.

### ***Capital Budget – Due October 18, 2013***

Agencies should keep in mind that there is a statutory cap on general obligation debt. Any requests for additional bonding should only reflect unforeseen funding for projects that must be completed in FY 2015. Agencies may also request to reallocate amounts that have already been authorized. As with the operating budget, any requests for expansion of existing bond funded programs or projects or for new projects or programs will be limited and made pursuant to directions from the Secretary of OPM after discussions with the Governor regarding his policy initiatives. Further instructions regarding your capital budget submittal will be sent to you at a later date.

### ***Descriptions of Agency Purpose– Due December 1, 2013***

The Governor’s midterm budget book will include a concise statement of agency purpose. Narratives from the last midterm budget are available for download via the link provided in the opening paragraph of this letter; updated text should be submitted electronically to your assigned OPM budget analyst by December 1, 2013. For agencies affected by consolidation, the new agency will have access to narratives from relevant component agencies but must present a single, brief statement reflective of the new entity.

### ***Guidance and Assistance***

Operating budget: For technical questions related to the budget request software, please contact Scott McWilliams at [scott.mcwilliams@ct.gov](mailto:scott.mcwilliams@ct.gov). For questions regarding budget or policy issues, please contact your assigned OPM budget analyst.

Capital budget: For questions regarding budget or policy issues, please contact Steve Kitowicz at [steven.kitowicz@ct.gov](mailto:steven.kitowicz@ct.gov) or Brian Tassinari at [brian.tassinari@ct.gov](mailto:brian.tassinari@ct.gov).

### ***Submission***

Please provide your requested technical adjustments and capital budget submission to your assigned OPM analyst in accordance with the submission guidance outlined in OPM’s software instructions. Additionally, provide hard copies to the legislature’s Office of Fiscal Analysis. Due dates are reiterated below:

- Operating Budget Technical Adjustments: September 3, 2013
- Capital Budget Revisions: October 18, 2013
- Descriptions of Agency Purpose : December 1, 2013

cc: Alan Calandro, Office of Fiscal Analysis